

FINANCIAL ADMINISTRATION

20 July 1978

OFFICE OF FINANCE NOTICE NO. 14-78

FROM: Thomas B. Yale  
Director of Finance

SUBJECT: General - Funds Obligations and Property Requisitioning  
Authorization Encumbrances (U/AIUO)

Specific - Deadline for Submitting Funds Obligations and  
Property Encumbrances as of 30 September 1978  
and Certification of FY 78 Obligations (U/AIUO)

1. (U/AIUO) PURPOSE - The purpose of this notice is to advise that

A. (U/AIUO) The obligations recorded in the Agency's accounts as of 30 September 1978 will be utilized for subsequent budget presentations. It is essential, therefore, that allottees establish an accurate record of obligations as of that date for Fiscal Year 1978.

B. (U/AIUO) Certain monthly financial reports will also be produced mid-August and mid-September 1978 to give Budget and Fiscal officers additional tools in assuring that the unliquidated obligations are proper and valid.

2. (U/AIUO) SUPPLEMENTAL REPORTS

(U/AIUO) Supplemental reporting of FY 78 obligation, encumbrance, expenditure and issue data will be made through mid-August and mid-September production of the Open Obligation Activity (OOAR) and Open Encumbrance Activity (EAR) reports and the selected Trend Reports. The OOAR will reflect obligations reported by obligating documents received by either section of the Data Base Management Branch by COB 17 August and 14 September respectively and it will include respective August and September obligations for all payrolls. Obligations for the biweekly and four-week payrolls will be based upon actual expenditures for the pay periods ended 12 August and 9 September. The monthly payrolls will be based upon expenditures for the pay periods ended 31 July and 31 August. The EAR will include encumbrance and issue data processed by the Inventory Control System as of 17 August and 14 September. The Open Obligation Activity, Encumbrance Activity and selected Trend Reports should be distributed on 21 August and 18 September 1978.

3. (U/AIUO) CLOSING DATE FOR REPORTING OBLIGATIONS AND ENCUMBRANCES

(U/AIUO) The close of business, 4 October 1978, will be the cut-off time for receipt by either section of the Data Base Management Branch for

recording of FY 1978 APODs and other documents reporting valid obligations, encumbrances or adjustments thereof incurred through 30 September 1978. This additional time is needed by offices with a surge of activity at the end of the fiscal year to accurately report obligations. The additional time will also permit recording late reports of obligation adjustments by field installations.

4. (U/AIUO) CERTIFICATIONS

(U/AIUO) As required by Section 1311(b) of the Supplemental Appropriation Act, 1955, as amended (31 USC 200), the Director reports to the Office of Management and Budget in the Budget submission of each year that all statements of obligations furnished therein consist of valid obligations as defined in Section 1311(a) of that Act. The Director will be required to make a similar report concerning obligations for Fiscal Year 1978. To support this report, each allottee of a FY 1978 allotment is requested to complete the certification below. The certification should be routed through the Directorate Planning Officer, to Accounts Division, Office of Finance, Room 513 Key Building by 8 October 1978. Responsibility for this certification may not be re-delegated by the Agency official to whom the allotment was made.

(U/AIUO) "This is to certify that all obligations against funds allotted to me reported to the Office of Finance during FY 1978 which remained unliquidated as of 30 September 1978 were valid and properly documented in accordance with [ ] para 20a and 20b."

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Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

[ ]  
Thomas B. Yale

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